

# Leave Benefits

ELIGIBLE EMPLOYEES	DESCRIPTION	ELIGIBILITY	WHO PAYS
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## Vacation

Regular Full-time	Accrual based on service: Less than 5 yrs.: 8hrs./month 5-10 yrs. : 10 hrs./month 10-20 yrs. : 12 hrs./month 20 + yrs. : 14 hrs./month	Begin earning hours during first month of employment; may be used after six months of employment is successfully completed.	City of Greenville
3/4 Designated Part-time employee	Less than 5 yrs.: 6hrs./month 5-10 yrs. : 7.5 hrs./month 10-20 yrs. : 9 hrs./month 20 + yrs. : 10.5 hrs./month	Begin earning hours after six months of employment is successfully completed.	City of Greenville
1/2 Designated Part-time employee	Less than 5 yrs.: 4hrs./month 5-10 yrs. : 5 hrs./month 10-20 yrs. : 6 hrs./month 20 + yrs. : 7 hrs./month	Begin earning hours after six months of employment is successfully completed.	City of Greenville
Fire / Rescue (56 hr. shift)	Less than 5 yrs. : 12hrs./month 5-10 yrs. : 14 hrs./month 10-20 yrs. : 17 hrs./month 20 + yrs. : 20 hrs./month	Begin earning hours during first month of employment; may be used after six months of employment is successfully completed.	City of Greenville

## Sick Leave

Regular Full-time	Accrual rate is 8 hrs. /month	Begin earning hours during first month of employment	City of Greenville
3/4 Designated Part-time employee	Accrual rate is 6 hrs. /month	Begin earning hours after six months of employment is successfully completed.	City of Greenville
1/2 Designated Part-time employee	Accrual rate is 4 hrs. /month	Begin earning hours after six months of employment is successfully completed.	City of Greenville
Fire / Rescue (56 hr. shift)	Accrual rate is 12 hrs./month	Begin earning hours during first month of employment	City of Greenville

## Military Leave

Regular Full-time	Applies to employees who are in the Armed Forces Reserve or the National Guard for required military training. City pays the difference between regular pay and military base pay for up to 2 calendar weeks/yr.	Immediately	City of Greenville
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## Civil Leave / Jury Duty

Regular Full-time	Granted leave with pay for period served: employee keeps any witness/ jury pay received.	Immediately	City of Greenville
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## Family Medical Leave

Regular Full-time & Part-time employees who meet eligibility requirements.	Up to 12 weeks per 12 month period without pay for birth of child, placement of adopted child, care for relative with serious health condition, for serious personal illness or qualifying exigency because the employee's spouse, son, daughter, or parent is a military member on active duty or call to covered active duty status (or has been notified of an impending call or order to covered active duty). Up to 26 workweeks of unpaid leave during a single 12-month period to care for a covered service member with a serious injury or illness if the eligible employee is the service member's spouse, son, daughter, parent, or next of kin (military caregiver leave).	After 12 months of employment, must have worked at least 1,250 hrs. during the preceding 12 month period.	Employee
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## Leave for Parental Involvement in School

Regular Full-time	Up to 4 hours of unpaid leave per school yr. to attend or be involved in child's school	Immediately	Employee
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## Holidays

Regular Full-time	12 - 8 hr. paid Holidays per year	Immediately	City of Greenville
3/4 Designated Part-time employee	12 - 6 hr. paid Holidays per year (if scheduled to work on a holiday)	After six months of employment is successfully completed.	City of Greenville
1/2 Designated Part-time employee	12 - 4 hr. paid Holidays per year (if scheduled to work on a holiday)	After six months of employment is successfully completed.	City of Greenville
Fire / Rescue (56 hr. shift)	Credited at 14 hrs./month—168 hrs. per year	Immediately	City of Greenville
Sworn Police Officers	Credited at 8 hrs./month—96 hrs. per year	Immediately	City of Greenville

# Medical & Prescription, Dental, Vision and FSA

ELIGIBLE EMPLOYEES	DESCRIPTION	ELIGIBILITY	WHO PAYS
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## Health Insurance (Including Prescription & Vision)

Regular Full-time	Two comprehensive PPO Medical Plans 90/10 & 80/20 which includes three tier prescription drugs. 80/20 plan is \$7.02 per pay period for employee only. 90/10 plan is \$22.74 per pay period for employee only.	First of the month following employment	City of Greenville and Employee
3/4 Designated Part-time employees	Two comprehensive PPO Medical Plans 90/10 & 80/20 which includes three tier prescription drugs. 80/20 plan is \$7.02 per pay period for employee only. 90/10 plan is \$22.74 per pay period for employee only.	First of the month after six months of employment is successfully completed.	City of Greenville and Employee

## Dental

Regular Full-time	One Dental PPO plan. Calendar year maximum \$1,000. Orthodontic coverage at 50% up to a life time maximum of \$2,000. Cost is \$3.37 per pay period for employee only.	First of the month following employment.	City of Greenville and Employee
3/4 Designated Part-time employees	One Dental PPO plan. Calendar year maximum \$1,000. Orthodontic coverage at 50% up to a life time maximum of \$2,000.	First day of the month after six months of employment is successfully completed.	Employee

## Flexible Spending Accounts (FSA)

Regular Full-time	Helps employees budget and pay for qualifying out of pocket health expenses and work related dependent day care expenses. Pre-tax deduction.	First of the month following employment.	Employee
3/4 & 1/2 Designated Part-time employees	Helps employees budget and pay for qualifying out of pocket health expenses and work related dependent day care	First day of the month after six months of employment is successfully completed.	Employee

# Wellness Program

ELIGIBLE EMPLOYEES	DESCRIPTION	ELIGIBILITY	WHO PAYS
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## Employee Assistance Program

Regular Full-time	Provides employees and immediate family members with health care doctors, professionals and services that provide treatment, therapy and support for depression, drug and alcohol problems and other life challenges. Aimed at early detection or treatment of non-job related problems or concerns.	Immediately	City of Greenville and employee
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## Health Management Program

Regular Full-time , 3/4 Designated Part-time employees with City Health Insurance	Earn 220 points by September 30th and receive \$150 . Part of our Wellness Initiative to encourage employees to be engaged in a healthier lifestyle.	Immediately	City of Greenville and Employee
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## Aquatics & Fitness Center

Regular Full-time	Variety of exercise equipment, fitness programs, and a pool for all ages.	Immediately	City of Greenville and Employee
3/4 & 1/2 Designated Part-time employees	Variety of exercise equipment, fitness programs, and a pool for all ages.	After six months of employment is successfully completed.	City of Greenville and Employee

# Retirement

ELIGIBLE EMPLOYEES	DESCRIPTION	ELIGIBILITY	WHO PAYS
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## Employees' Pension Plan (defined benefit plan)

Regular Full-time, 3/4 & 1/2 Designated Part-time employees (including Sworn Police Officers)	Local Governmental Employees; Retirement System (LGERS). Employee contributes 6.0% per pay period.	Immediately	City of Greenville and Employee
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## Death Benefit-Employee Pension Plan

Regular Full-time, 3/4 & 1/2 Designated Part-time employees	Benefit payment equals compensation earned in previous 12 months or last calendar year, \$50,000.	After one year as a contributing member	City of Greenville
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## 401(k) And Other Defined Contribution Plans

Regular Full-time ,	An investment plan that helps build retirement income to supplement Retirement, social security and personal savings. City contributes \$30 per pay period toward <b>401(k)</b> . Employee may choose to contribute to <b>401(k), Roth 401(k), 457, IRA or Roth IRA.</b>	Immediately	City of Greenville and Employee
3/4 & 1/2 Designated part-time employees	An investment plan that helps build retirement income to supplement Retirement, social security and personal savings. City contributes \$30 per pay period toward <b>401(k)</b> . Employee may choose to contribute to <b>401(k), Roth 401(k), 457, IRA or Roth IRA.</b>	First day of the month after six months of employment is successfully completed.	City of Greenville and Employee
Sworn Police Officers	An investment plan that helps build retirement income to supplement Retirement, social security and personal savings. City contributes 5% of salary for Law Enforcement employees. Employee may choose to contribute to <b>401(k), Roth 401(k), 457, IRA or Roth IRA.</b>	Immediately	City of Greenville and Employee

## Social Security & Medicare Taxes

All	Federal Insurance Contributions Act (FICA), Social Security and Medicare Taxes	Immediately	City of Greenville and Employee
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# Life and Disability Insurance

ELIGIBLE EMPLOYEES	DESCRIPTION	ELIGIBILITY	WHO PAYS
<b>Basic Life Insurance (Employee)</b>			
Regular Full-time	Basic Term Life & AD&D insurance. Benefit is one times base annual salary (Max. \$100,000)	First of the month following employment	City of Greenville
<b>Basic Life (Dependent)</b>			
Regular Full-time	Basic Term Life Insurance— benefit is \$2,000 for spouse and each child up to the age of 26	First of the month following employment.	City of Greenville
<b>Optional Life (Employee)</b>			
Regular Full-time	Optional Term Life (max \$500,000) and Optional Universal Life (max \$300,000)	First of the month following employment.	Employee
<b>Optional Life (Dependent)</b>			
Regular Full-time	Optional Term Life (max \$250,000) for spouse and (max \$10,000) for child  Optional Universal Life (max \$150,000) for spouse and (max \$10,000) for child	First of the month following employment.	Employee
<b>Short-term Disability</b>			
Regular Full-time	Options are 30,60,90 day elimination period. Maximum of \$1,200 per week. Duration 104 weeks.	First of the month following employment.	Employee
<b>Workers' Compensation</b>			
All	Coverage for verified work related injuries and disabilities.	Immediately	City of Greenville

# Other Benefits

ELIGIBLE EMPLOYEES	DESCRIPTION	ELIGIBILITY	WHO PAYS
<b>Education Tuition Assistance</b>			
Regular Full-time	Tuition Reimbursement Program (Max \$800 per year).	Available upon successful completion of probationary period.	City of Greenville
<b>Computer Purchase Program</b>			
Regular Full-time	City grants an interest free loan of up to \$2,000 to be paid back over 24 months, for an employee purchase of a computer.	Available upon successful completion of probationary period.	Employee
<b>GUC Credit Union</b>			
Regular Full-time & Part-time	Contributions to accounts through payroll deductions or personal deposits; loans available after 6 months of membership. Free loan insurance is offered.	Immediately	Employee
<b>North Carolina's National College Savings Program (NC 529 Plan)</b>			
Regular Full-time	Provides certain tax advantages and facilitates savings to pay for the cost of qualified higher education expenses.	Immediately	Employee
<b>Uniforms/Safety Shoes</b>			
Qualifying Positions	For qualifying positions, uniforms are provided at no cost to employees. City participates in the cost of steel toed safety shoes	Immediately	City of Greenville